



# **ASSEMBLYMAN DAHLE**

## **LEGISLATIVE INTERNSHIP PROGRAM**

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Assemblyman Dahle currently has a limited number of internship opportunities in his Redding District Offices as well as in the State Capitol.

### **Why should you intern for Assemblyman Dahle?**

This is an opportunity for you to get involved in the legislative process, develop job skills, and get a head start on your career. In our office, you will have the opportunity to work in a professional environment, build your resume, and network with elected officials and business leaders. Also, this opportunity may fulfill your community service and internship requirements.

### **Who is Assemblyman Dahle?**

Assemblyman Brian Dahle is a third-generation farmer and business owner. Assemblyman Dahle represents the 460,000 constituents of the 1<sup>st</sup> Assembly District, which encompasses a large portion of Northern California. Before winning his election to the State Assembly, Assemblyman Dahle served as a Lassen County Board of Supervisor from 1996 – 2012. He resides in Bieber with his wife and has 3 children.

### **What happens in Assemblyman Dahle's office?**

Assemblyman Dahle's district office is a customer service organization. Our office works to respond quickly to the needs of all of our district's constituents. In addition, the district office actively participates in community events and works hard to establish solid relationships with local business and community leaders. Interns in Assemblyman Dahle's district office will be intimately involved in the implementation of programs that work to accomplish both of these important goals.

### **What will be required of Assemblyman Dahle's interns?**

Interns will perform a wide variety of tasks geared toward assisting the Assemblyman and his staff in serving Assembly District 1. Examples of tasks include constituent correspondence, research projects, aiding in district office programs, maintaining and operating databases, internet searches, working with government agencies, public appearances, public speaking, and performing general office duties.



## **INTERNSHIP PROGRAM DETAILS**

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### **Who would be a good candidate for Assemblyman Dahle's Internship Program?**

Most of our interns are in high school and college though we have had some younger and older. A good candidate is responsible, mature, self-motivated, enthusiastic, and is willing to learn.

### **What is the time commitment?**

The internship program requires a 125 hour commitment. Scheduling is flexible and can be tailored to accommodate your schooling, work, and prior commitments. The office is open Monday through Friday, from 9 A.M to 5 P.M. Interns should be flexible and willing to attend early morning, evening, and weekend events along with various training sessions held throughout the year.

### **What exactly would I be doing as an intern?**

Your responsibilities range from essential office tasks, legislative research, creating certificates of recognition, database management, drafting letters and articles, attending community events on behalf of the Assemblyman, and presenting certificates of recognition.

### **What skills would I learn as an intern?**

You will acquire networking and public speaking skills throughout the internship. You will learn to work well in a team environment, understand the legislative process as well as California's current political environment. We will arm you with the resources and skills to be successful!

### **What should I wear?**

The appropriate attire for the Assemblyman's office is business formal. Men are encouraged to dress in slacks, dress shoes, dress shirt with a tie, and jacket is optional. Women are encouraged to wear skirts or pants, conservative tops, and heels or flats.

### **How can I apply?**

The application can be downloaded online at: [www.assembly.ca.gov/dahle](http://www.assembly.ca.gov/dahle). Fill out the application and attach it along with your resume and send an email to our Chief of Staff Josh Cook at [Joshua.cook@asm.ca.gov](mailto:Joshua.cook@asm.ca.gov)



# CALIFORNIA STATE ASSEMBLY DISTRICT 1

## LEGISLATIVE INTERNSHIP APPLICATION

DESIRED INTERNSHIP LOCATION: ☐ REDDING ☐ SACRAMENTO

CONTACT INFORMATION	
NAME	
DATE OF BIRTH	
STREET ADDRESS	
CITY, STATE, ZIP CODE	
PHONE NUMBER	(    )    -    EXT:
E-MAIL ADDRESS	

PARENT/GUARDIAN CONTACT INFORMATION (IF MINOR)	
NAME	
STREET ADDRESS	
CITY, STATE, ZIP CODE	
PHONE NUMBER	(    )    -    EXT:

EDUCATION	
NAME OF SCHOOL	
CURRENT GRADE	<input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR <input type="checkbox"/> GRADUATE
MAJOR (IF APPLICABLE)	

AVAILABILITY							
DAYS	<input type="checkbox"/> SUN.	<input type="checkbox"/> MON.	<input type="checkbox"/> TUES.	<input type="checkbox"/> WED.	<input type="checkbox"/> THU.	<input type="checkbox"/> FRI.	<input type="checkbox"/> SAT.
HOURS							
TOTAL HOURS DESIRED PER WEEK							

ADDITIONAL INFORMATION (OFFICE)		
WILL YOU RECEIVE CREDIT FOR THIS INTERNSHIP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DO YOU HAVE RELIABLE TRANSPORTATION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF YES, WOULD YOU BE WILLING TO DRIVE TO DISTRICT EVENTS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAVE YOU READ <i>HOW TO WIN FRIENDS &amp; INFLUENCE PEOPLE</i> ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DO YOU LIKE TO WRITE OR WANT TO BECOME A BETTER WRITER?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WHERE DO YOU GET YOUR DAILY NEWS? (3 SOURCES)		
HOW DID YOU LEARN ABOUT THIS INTERNSHIP?		
ARE YOU FROM THE DISTRICT? IF SO, WHERE?		

ADDITIONAL INFORMATION (PERSONAL)	
SKILLS	
INTERESTS	
AWARDS/HONORS	
EXTRACURRICULAR ACTIVITIES	

REFERENCES	
NAME	
OCCUPATION	
STREET ADDRESS	
CITY, STATE, ZIP CODE	
PHONE NUMBER	(     )     -     EXT:
NAME	
OCCUPATION	
STREET ADDRESS	
CITY, STATE, ZIP CODE	
PHONE NUMBER	(     )     -     EXT:

CERTIFICATION STATEMENT	
I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	
I UNDERSTAND THAT ANY FALSE STATEMENT IS GROUNDS FOR IMMEDIATE DISMISSAL FROM THIS LEGISLATIVE INTERNSHIP PROGRAM.	
SIGNATURE:	
DATE:	- -

**PLEASE ATTACH A COPY OF YOUR RESUME.**

\*TO SUBMIT YOUR APPLICATION VIA E-MAIL PLEASE SEND THE COMPLETED APPLICATION TO:  
**JOSH COOK, CHIEF OF STAFF AT: JOSHUA.COOK@ASM.CA.GOV**

*\*IF YOU HAVE ANY QUESTIONS, COMMENTS, OR CONCERNS, PLEASE FEEL FREE TO CONTACT THE OFFICE OF CALIFORNIA STATE ASSEMBLYMAN BRIAN DAHLE AT (916) 319-2001.*